

2012 SkillsUSA Kentucky Leadership Training Institute Registration Guide



**Conference Headquarters
General Butler State Park
Carrollton, Kentucky
October 15-17, 2012**

Fran Dundon – SkillsUSA KY Interim Director

Information is available at
<http://www.kytech.ky.gov/SkillsUSA%20Kentucky%20Page.htm>
Check it often for updates

Deadline for registration: Thursday, October 4, 2012

SkillsUSA Kentucky

TABLE OF CONTENTS

Enclosed you will find the following forms and information needed for the 2012 Leadership Conference and Skills Championship.

Cover Letter	Page 3-4
Tentative Agenda	Page 5
General Butler State Park Registration Information	Page 6
Conference Registration Instructions and required forms to submit to SkillsUSA Headquarters	Page 7-8
SkillsUSA KY Official Registration Form	Page 9
SkillsUSA KY Individual Registration Form	Page 10
Parent Permission Form	Page 11
SkillsUSA KY Code of Conduct Form	Page 12
General Butler State Park RESERVATION FORM (mail to General Butler with deposit)	Page 13
Park Rooming List	Page 14
Community Service Pre-Registration Form	Page 15

SkillsUSA Kentucky
2012 KY Leadership Training Institute – General Butler State Park
MEMORANDUM

TO: SkillsUSA KY Chapter Advisors
FROM: Fran Dundon, SkillsUSA Kentucky Interim Director
DATE: September 10, 2012
SUBJECT: SkillsUSA KLTl Information and Registration Packet

The 2012 SkillsUSA Kentucky Leadership Training Institute is scheduled for October 15-17, 2012 at General Butler State Resort Park in Carrollton, KY. Total cost for this year's KLTl is **\$60**. *This covers 3 meals, Institute t-shirt, certificates, resource materials, and pins earned.*

Students will better understand SkillsUSA, earn Level 1 of the SkillsUSA PDP, earn the SkillsUSA Kentucky Statesman pin; and compete in various leadership events. The PDP Trainee Level 1 check-off sheet will be utilized for the state conference requirement.

Advisors attending will automatically be enrolled in the national SkillsUSA CMI Training Workshop which will be held on Tuesday, October 16 from 8:00 a.m. – 4:30 p.m. This workshop will be taught by national trainers. Each advisor will receive Professional Development training hours.

In addition to the KLTl experience, we are holding a pre-conference special community service project at General Butler State Park. *Schools interested in participating must pre-register students (form is in this registration packet) and arrive at the park by 9:00 a.m.*

- There is **NO** cost to be part of this activity and everyone must pre-register.
- SkillsUSA KY has adopted the Kentucky State Park System as one of our top Community Service Projects for 2012-13. Our goal is to kick off the statewide community service project during KLTl and match up SkillsUSA KY Chapters with other state parks across the state.
- Students will receive a community service t-shirt and free lunch at the park. The activity will run through 3:00 p.m.

This information packet will assist you in planning for the 2012 SkillsUSA KY Leadership Training Institute. Please read it carefully and register as many students as possible.

REGISTRATION DEADLINE: All required forms must be in the SkillsUSA KY State Office by Thursday, October 4, 2012. No late registrations will be accepted.

Your registration forms for KLTl are included in this electronic transmission.

Specific details regarding this year's conference: (Conference is Monday, Tuesday and Wednesday) October 15-17.

1. **You must have a password from Fran Dundon to make reservations at the state park. We have the whole park reserved, but this is to make sure KLTi participants get their rooms first.**
2. If you are planning to participate in the community service project and want to check in on Sunday, rooms are available.
3. Check-in is located in the front lobby of the park lodge. Official check in is 3:00 p.m.; however, most rooms will be ready by 2:00 p.m.
4. KLTi Conference registration will be located in main lobby of park lodge and will be open from **2:00 – 4:00 p.m.**
5. The first official session begins on **Monday, October 15 from 4:00- 5:30 p.m.** with a buffet dinner in the restaurant. This meal is included in the registration fee. **Official Dress is required.** Once the meal is over, proceed immediately to the Convention Center.
6. Reporters should bring a camera to take pictures during the conference.
7. Please honor the deadline dates for forms and fees – no registrations will be accepted after the Thursday, October 4, 2012 deadline.

Please feel free to call if you have any questions.

Fran Dundon

Phone number: 502-564-3923 (direct line), 502-564-4286 (OCTE main office line)

Fax number: 502-564-4800

E-mail: franc.dundon@ky.gov

On behalf of SkillsUSA KY, we look forward to seeing you and your students at the 2012 SkillsUSA Kentucky Leadership Training Institute. Please consider taking part in the community service project.

2012 SkillsUSA Kentucky Leadership Training Institute

TENTATIVE AGENDA

Monday, October 15, 2012

- **Community Service (check in is 9:00. Activities will conclude at 3:00 p.m.)**
- KLTi Registration: Park Lobby: 2:00 – 4:00 p.m.
- Buffet Dinner: 4:00 – 5:30 p.m.
General Butler Restaurant – must have ticket- (official dress required)
- Opening Session: Conference Center: 5:45 – 6:45 p.m.
SkillsUSA Kentucky State Officers preside
Guest Speaker and Announcements
- Team Meetings: Conference Center: 6:45 – 9:30 p.m.
- Advisor Meeting/Reception: Lodge Mezzanine: 7:00 – 9:00 p.m.
- Roast hot dogs and S'mores: Convention Center - 9:45 – 10:45 p.m.
- Curfew: 11:00 p.m.

Tuesday, October 16, 2012 (Dress: KLTi shirt/Khaki Pants)

- Breakfast: 7:00 – 8:25 a.m. – *on your own*
- CMI Advisor Training: 8:30 a.m. – 4:30 p.m.
- General Butler Lobby Mezzanine - ****lunch provided**
- Team Meetings at Convention Center: 8:30 – 11:15 a.m.
- Guest Speakers: Open Rooms - 11:15 a.m. – 12:00 Noon
- Buffet Lunch: 12:00 Noon – 1:30 p.m. (Walk to lodge)
*General Butler Restaurant - **must have ticket to eat*
- Team Meetings at Convention Center: 1:30-3:30 p.m.
- Break: 3:30-3:45 p.m.
- Team Meetings: 3:45 – 5:45 p.m.
- Buffet Dinner: 5:45 – 7:15 p.m. - *Lodge Restaurant - **must have ticket to eat*
- Opening and Closing (Teams) Practice: 7:30-9:45 p.m.
- Work on Competitive Events: 9:45 – 10:45
- Curfew: 11:00 p.m.

Wednesday, October 17, 2012 (official dress required)

- Breakfast on your own
- Leadership Contests: 8:15 – 10:30 a.m.
- Mid Morning Break: 10:30 – 10:45 a.m.
- Awards Program: Convention Center - 10:45 a.m.

List of all Competitive Events:

Individual and Group:

20 Second Elevator Story, 2-Minute Speech, Creed, Pledge, SkillsUSA Spelling, Opening and Closing, Pin Design (Wed. evening), Banner (Wed. evening), Extemporaneous Writing (Wed. evening), and KLTi T-Shirt Design (Wed. evening).

*This is only a general outline of the conference.
The conference program will be the official conference agenda.*

General Butler State Park Registration Information

General Butler State Park Reservation:

Contact Fran Dundon (502-564-3923 or via e-mail: franc.dundon@ky.gov) for password prior to calling state park for reservations.

Call: 502-732-4384 to reserve rooms and cabins.

RATES:

Rooms: \$64.95 – Single \$64.95 – Double \$64.95 – Triple \$64.95 – Quad

- 33 rooms with two double beds that can sleep up to 4.
- 6 King Size Rooms
- 2 King Size Handicap Rooms
- 1 Queen Handicap Room

Cabins:

- \$129.95 = 1 bedroom – 1 double bed (handicap) – (1 total)
- \$129.95 = 1 bedroom - 1 double bed – (9 total)
- \$129.95 = 1 bedroom – 1 double bed with fireplace - (1 total)
- \$129.95 = 2 bedroom – 2 double beds, 1 twin - (4 total)
- \$129.95 = Executive – 2 bedrooms – 2 queen beds - (2 total)
- \$129.95 = 3 bedrooms – 1 double bed ea. - (2 total)
- \$129.95 = Executive, 2 bedrooms, 4 queen beds - (1 total)

****ALL KLTi participants requiring overnight lodging are to stay at General Butler State Park.**

Registration

1. If you participate in the community service project, we will take help you with your registration while students are participating.
2. In you do not plan to participate in the community service project, plan your arrival for ample time to check-in and register. (2:00 – 4:00 p.m.)
3. Check your delegation into the State Park BEFORE registering at the conference, if possible. Registration will be located in the lobby of the park office. (Official check-in time is 3:00 p.m.; however, most rooms will be ready by 2:00 p.m.)
4. Be prepared to list all students' and advisors' room numbers on the enclosed Park Rooming List. This list must be turned in at the SkillsUSA registration desk when you register your delegation for the conference.

Hotel Check Out

1. As with checking in, advisors are responsible for checking their students out of the park.
2. Check room conditions prior to checkout and departure.
3. Each student and/or chapter is responsible for any damage to hotel property.
4. No room service and/or phone calls are to be charged to room during conference. Miscellaneous charges must be paid prior to checkout.
5. All luggage must be placed in the advisor's room on Wednesday to facilitate the room checks and cleaning.

PHONES - General Butler phone numbers: 502-732-4384; 1-866-462-8853

EMERGENCY - If you need help at the park, dial "0" and tell the operator the nature of the problem.

SCHOOL BUSES - School buses can drop students off near main lobby entrance, but must park in the Convention Center Parking Lot.

CONFERENCE REGISTRATION INSTRUCTIONS

Everyone attending KLTl must be pre-registered on the official KLTl registration form in this packet. **REGISTRATION Deadline: Thursday, October 4, 2012**

The KLTl registration fee of \$60 per person (student and advisor) must accompany all registration materials. **MAKE REGISTRATION CHECK(S) PAYABLE TO: SkillsUSA Kentucky.**

NO REFUNDS on registration fees after the deadline of Thursday, October 4, 2012.

KLTl Registration Forms, fees and deadline

- Registration will not be considered complete unless the registration forms, all medical release/parent permission forms (completed and signed), and fees are received by **Thursday, October 4, 2012 Or, as soon as possible.**
- Advisors should write a separate check for their registration.
- The **\$60** fee per person will include the cost of registration, t-shirt, conference materials and three (3) meals. **ALL** persons registering for the conference must pay the registration fee. All other meals are **ON YOUR OWN** during the conference. *(Except if you are participating in the community service project – then, lunch on Monday, October 15 will be provided.) Must be wearing community service t-shirt to be served.*
- The local chapter or designated representative will register the student officers for the conference. Advisors will receive the conference packet that includes: programs, name badges, and other conference materials.
- Please mail all registration materials and check(s) for the 2012 KLTl Fall Leadership Conference to:

SkillsUSA Kentucky – Fran Dundon, Interim Director
Office of Career and Technical Education
20th Floor, Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601

REMEMBER:

- All participants have to complete a code of conduct form and a medical release form.
- All participants must wear name tags during the conference.
- Official SkillsUSA attire, or khaki skirt or slacks with the KLTl shirt is required for all sessions. However, at no time may shorts or skirts be shorter than 3 inches above the knee.
- Advisors, please assist your officers in selecting appropriate attire.

Listed below are the forms that must be received by SkillsUSA KY Headquarters with Registration fee by Thursday, October 4, 2012.

SkillsUSA Kentucky Official Registration Form	Page 9
SkillsUSA Kentucky Individual Registration Form	Page 10
KyR-1 Parent Permission Form	Page 11
KyR-4 SkillsUSA Kentucky Code of Conduct (This form must be signed by all conference participants - students and advisors.)	Page 12
Community Service Pre-Registration Form	Page 15

The following form must be sent to General Butler State Park:

General Butler State Park Reservation Form After you have received a password from Fran Dundon and called to make your reservations, mail form with one night's deposit to state park.	Page 13
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The following form must be turned in at KLTI

KyR-6 SkillsUSA Kentucky Park Rooming List (This list MUST be turned in at Skills Registration Desk)	Page 14
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SkillsUSA Kentucky OFFICIAL REGISTRATION FORM

SCHOOL/COLLEGE _____

SkillsUSA KLTl/Fall Leadership Conference - October 15-17, 2012

Please return all registration forms by **Thursday, October 4, 2012** with the full amount for each student member in **one check** and a separate check for each advisor. Make checks payable to **SkillsUSA Kentucky**. Mail to: **SkillsUSA Kentucky – Fran Dundon, Interim Director, OCTE, 20th floor Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601.**

The registration fee is **\$60 per participant**. Please list all conference participants on this form.

Name	M/F	Office	T-Shirt Size	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Total Number of Registrants _____ x \$ **60.00** per person = \$ _____
(Total)

COPY THIS FORM IF ADDITIONAL SPACE IS NEEDED. PLEASE TYPE OR PRINT NAMES LEGIBLY ON THIS FORM.

INDIVIDUAL REGISTRATION FORM

SkillsUSA Kentucky Leadership Training Institute – Fall Leadership Conference

Complete the entire form by typing or printing the requested information. Please sign all appropriate areas.

Participant's Name _____ () H.S. () P.S.

Age _____ Date of Birth _____ () Male () Female

Home Address _____

Phone # _____ Cell # _____ Advisor Attending _____

Parents'/Guardians' Name _____

Address _____ Home Phone # _____

Participants' Doctor _____ Dr.'s Phone # _____

School _____ School phone # _____

Participant covered by group or other medical insurance as follows:

Name of Insured _____ Insurance Co. _____

Group Number _____ Policy Number _____

Please attach a copy of your insurance card to this form. (Front and Back of card)

Please describe completely any medical condition (past or present) being treated, which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicaps, heart or lung problems, seizures, convulsions, blackouts, etc.) **If currently taking medication, state the medication and prescribing physician and phone number.**

Participant - check here if you are over 18 and can sign for yourself. ()

Please attach a copy of your Insurance Card to this document. (Front and Back of card)

Signature of Participant

Signature of Parent/Guardian

PARENT PERMISSION FORM**PLEASE CHECK ONE AND SIGN**

- ☐ **I give** permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.
- ☐ **I DO NOT give** permission for medical treatment until I have been contacted.

I certify that the information described above is accurate and complete to the best of my knowledge. I understand each individual is responsible for his/her own insurance coverage during this activity. I give permission for _____ to attend and hereby release the state and local organization, and any adult in charge of the group from any legal or financial responsibility with respect to my personal or my student's participation.

**** PARENT/GUARDIAN SIGNATURE**

DATE

STUDENT SIGNATURE

DATE

***If participant is under the age of 18, Parents/Guardians section is to be completed and parent/guardian signature is required. It is strongly encouraged to have parent's signature notarized in case of medical emergency.*

*****Supervision will be provided by the State Director or designee in the event the local advisor is unable to provide on-site supervision.*****

SkillsUSA Kentucky Code of Conduct Form

A good reputation enables you to take pride in your organization. SkillsUSA members have an excellent reputation of standards to uphold. Your conduct at any SkillsUSA function will hopefully enhance the reputation that is being established.

1. SkillsUSA members' behavior at all times should be such that it reflects credit to them, their school, and their SkillsUSA organization.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (SkillsUSA conference name badges shall be worn at all times.)
3. Students/Advisors are expected to attend all meetings, workshops and other scheduled conference activities. Please be prompt and prepared for sessions.
4. Students/Advisors are to report any accident, injuries or illness to their advisor immediately.
5. Students/Advisors are expected to observe the designated curfew. (Curfew, described as being in your own assigned room by the designated hour.) Curfew times are listed in the conference program.
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay the damage.
7. Students cannot purchase, sell or use any alcoholic beverages during any scheduled SkillsUSA activity.
8. No illegal drugs or narcotics can be purchased, sold or used during any SkillsUSA activity.
9. Smoking is prohibited in sessions, workshops, other scheduled conference activities and while wearing official SkillsUSA dress.
10. Students/Advisors who disregard the rules will be subject to disciplinary action and may be sent home by their advisor at the expense of the student/parent or guardian.
11. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and his/her parents or guardians.

Student/Advisor Signature

Date

Parent/Guardian Signature (if minor)

Date

General Butler State Park Reservation FORM
October 15-17, 2012 - (or early arrival on Sunday, October 14, 2012)
After receiving password from Fran Dundon, call 502-732-4384 or 1-866-462-8853 to
make reservations. Mail this form to General Butler State Park with 1 night deposit.
Attention: Front Desk, P.O. Box 325, Carrollton, KY 41008

RATES:

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- 33 rooms with two double beds that will sleep up to 4.
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- \$129.95 = Executive, 2 bedrooms, 4 queen beds (1 total)

SCHOOL INFORMATION (MUST COMPLETE)

Chapter _____ Advisor _____

School/College _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Check One: ☐ Secondary ☐ Postsecondary/Adult

Check One: ☐ SkillsUSA Check ☐ School Check ☐ Credit Card ☐ Cash

Other, explain _____

SALES TAX EXEMPTION

Many schools have a state purchase Exemption Certificate that could enable the chapter to save the state sales tax. If this sales tax exemption is available for your use, write the exemption number in the space provided below and either attach or bring with you a Purchase Exemption Certificate (Form 51A126).

_____ **Sales Tax Exemption Number**
(Purchase Exemption Form 51A126 must be provided.)

We will arrive: Date _____ Time _____

We will depart: Date _____ Time _____

Summary of Rooms

_____ Singles _____ Doubles _____ Triples _____ Quads _____ Cabins

****TAX EXEMPTION FORM CAN ONLY BE USED WITH A SCHOOL OR SkillsUSA CHECK** -**
OR Pre-arranged with the hotel.

SkillsUSA Kentucky Park Rooming List
(Present this completed form at Conference Registration)

CHAPTER _____

ADVISOR _____

Advisor's Room Number _____

Room# _____	Name of Occupant(s) _____

Room# _____	Name of Occupants(s) _____

Room# _____	Name of Occupant(s) _____

Room# _____	Name of Occupant(s) _____

Note: Please check into the hotel prior to presenting this room list with occupant(s) to the SkillsUSA Kentucky Registration Desk. This form must be completed and turned in at SkillsUSA Kentucky Headquarters before receiving the Conference Packet.

Community Service Pre-Registration Form

Date: Monday, October 15, 2012

Time: Arrive at 9:00 a.m. – Work until 3:00 p.m.

T-Shirt and Lunch will be provided

(Include this form when turning in registration)

CHAPTER: _____

ADVISOR _____

Advisor's Cell Phone Number _____

Name	Program (skills)	T-Shirt Size

Please bring safety glasses, work gloves and a few tools (hammers, screw drivers, skill saws, extension cords, shovels, and buckets.)

**Some of our students will be repairing picnic tables and painting two cabins.
Other community service projects are currently being determined at the park.**